



DEPARTMENT OF CORRECTIONS

Leading Nevada Corrections Into the Future

P.O. Box 7011
Carson City, NV 89701
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IS SOLICITING INVITATIONS TO PROPOSE FOR

Inmate Canteen & Coffee Shop Merchandise Procurement

SOLICITATION NO. 5103

RELEASE DATE: June 03, 2003

DEADLINE FOR SUBMITTING QUESTIONS: JUNE 17, 2003

DEADLINE FOR SUBMISSION AND OPENING DATE AND TIME: JULY 08, 2003 @ 2:00 PM PST

Project Abstract: The State of Nevada Department of Corrections is soliciting proposals from qualified vendors for Inmate Canteen and Coffee Shop Merchandise Procurement for an initial term of two (2) years for all NDOC facilities on a statewide basis.

The actual Solicitation document consists of 18 pages.

A copy of this Solicitation may be obtained by any of the following methods:

1. Retrieve the document from the NDOC Web Page at: www.ndoc.state.nv.us and click on "Solicitation 5103 – Inmate Canteen & Coffee Shop Merchandise Procurement". **You will be responsible for checking the web site for any amendments.**
 2. E-Mail us at lmcgaffi@ndoc.state.nv.us and request a copy of the Solicitation be forwarded to you. Please include your company name, address, contact name, phone number and fax number. We will automatically send you any amendments or changes to the Solicitation.
 3. Fill out this form and fax it back to us at (775) 887-3343. We will automatically send you any amendments or changes
- (TTY for the Hearing Impaired: 1-800-326-6868. Ask the relay agent to dial 1-775-887-3219)

Company Name: _____ Contact Name: _____

Phone No. _____ Fax No. _____

E-mail Address: _____

Address: _____ City: _____

State: _____ Zip: _____

What is your preferred method for receiving documents? _____ Fax _____ Mail _____ E-Mail

See Page 13, for instructions on submitting proposals

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A Request for Proposals process is different from an Invitation to Bid. The State expects vendors to propose creative, competitive solutions to the agency's stated problem or need, as specified below. While adherence to specifications is desired, exceptions will be considered during the solicitation evaluation process.

1. OVERVIEW OF PROJECT

The State of Nevada Department of Corrections is soliciting proposals from qualified vendors for Inmate Canteen and Coffee Shop Merchandise Procurement for an initial term of two (2) years for all NDOC facilities on a statewide basis. Implementation of the proposal shall commence on or about August 1, 2003.

Proposals will be evaluated as to (1) cost of products, (2) customer service and delivery, and (3) reports and invoicing.

2. ACRONYMS/DEFINITIONS

For the purposes of this Solicitation, the following acronyms/definitions will be used:

Awarded Vendor The organization/individual that is awarded services as specified in this solicitation.

Division Department of Corrections / Purchasing Division

Inmate Canteen Inmate store that sells merchandise to inmates on a weekly basis.

Inmate Coffee Shop Coffee Shops sell merchandise to inmates daily on a walk up basis.

Categories **Category 01**

Tobacco Products

- Class 01 –Cigarettes
- Class 03 –Cigars
- Class 05 –Tobacco Products

Beverage Products

- Class 09 –Beverages
- Class 11 –Coffee/Tea
- Class 13 –Soda Pop

Food Products

- Class 17 –General/Dry Foods
- Class 19 –Canned Foods

- Class 21 –Sandwich Related
- Class 23 –Soups
- Class 25 –Cereals/Oatmeal
- Class 29 –Breads/Donuts/Pies
- Class 31 –Cookies/Crackers
- Class 33 –Ice Cream/Yogurt Products
- Class 35 –Condiments
- Class 37 –Seasonal/Holiday Items
- Class 39 –Candy/Mints/Nuts
- Class 41 –Snacks/Chips/Dips

Personal Care/Hygiene Products

- Class 43 –Vitamins/Supplements
- Class 61 –Health/Personal Care
- Class 63 –Deodorants
- Class 65 –Dental Products
- Class 67 –Soap Products
- Class 69 –Shaving Products
- Class 71 –Shampoo/Conditioners/Hair Care
- Class 73 –Hygiene Products
- Class 75 –Cosmetics
- Class 77 –Laundry Products

Misc. Merchandise Products

- Class 51 –Batteries
- Class 79 –General Merchandise
- Class 91 –Ice Bags

Coffee Shop/Convenience Food Products

- Class 80 –Coffee Shop Appetizers
- Class 81 –Coffee Shop Sandwiches
- Class 82 –Coffee Shop Meals
- Class 83 –Coffee Shop Pizzas
- Class 84 –Coffee Shop Salad/Desserts
- Class 85 –Coffee Shop Beverages, Coffee Shop Soft Serve
- Class 86 –Coffee Shop Soft Serve

Category 02

Clothing/Shoes

- Class 47,48 –Clothing
- Class 49 –Footwear

Category 03

Electrical, Appliances, Watches

- Class 53 –Electrical/Appliances/Watches

Category 04

Stationary/Cards/Pens

- Class 57 –Stationary/Cards/Pens
- Class 37 –Seasonal/Holiday Items

Goods	Within the definition of NRS 104.2105 if provided as an integral part of this Solicitation.
May	Indicates something that is not mandatory but permissible.
Shall/Must	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.
Should	Indicates something that is recommended but not mandatory. If the vendor fails to provide recommended information, the State may, at its sole option, ask the vendor to provide the information or evaluate the proposal without the information.
State	The State of Nevada and any agency identified herein.
Subcontractor	Third party not directly employed by the vendor who will provide services identified in this Solicitation.
Vendor	Organization/individual submitting a proposal in response to this Solicitation.

NDOC FACILITY / WAREHOUSE DESIGNATIONS

CAMPS ADJACENT TO PRIMARY FACILITIES:

ECC	Ely Conservation Camp Horse & Cattle Camp Road, HC 10, Ely, Nevada 89301 Adjacent to ESP (All male population)
JCC	Jean Conservation Camp 3 Prison Road, Jean, Nevada 89026 Adjacent to SNCC, primary facility currently closed (All female population)

ISCC Indian Springs Conservation Camp
1 Cold Creek Road, Indian Springs, Nevada 89018
(All male population)

SCC Stewart Conservation Camp
1721 E. Snyder Ave., Carson City, Nevada 89702
Adjacent to NNCC
(All male population)

CAMPS RURAL

CCC Carlin Conservation Camp
124 Suzie Creek RD., Carlin, Nevada 89822
(All male population)

HCC Humboldt Conservation Camp
8105 Conservation Road, Winnemucca, Nevada 89446
(All male population)

PCC Pioche Conservation Camp
1 Hard Times RD., Pioche, Nevada 89043

SSCC Silver Springs Conservation Camp
4950 Shirlee, Silver Springs, Nevada 89429-0810
(All female population)

TCC Tonopah Conservation Camp
100 Conservation Road, Tonopah, Nevada 89049
(All male population)

WCC Wells Conservation Camp
HC67-50, Wells, Nevada 89835
(All male population)

INSTITUTIONS:

ESP Ely State Prison
4569 N. State RT. 490, Ely, Nevada 89301
(All male population)

HDSP High Desert State Prison
22010 Cold Creek Road, Indian Springs, Nevada 89070
(All male population)

LCC Lovelock Correctional Center
1200 Prison Road, Lovelock, Nevada 89419
(All male population)

NNCC Northern Nevada Correctional Center
1721 E. Snyder Ave., Carson City, Nevada 89701
(All male population)

NSP Nevada State Prison
3301 E. 5th Street, Carson City, Nevada 89702
(All male population)

SDCC Southern Desert Correctional Center
1 Cold Creek Road, Indian Springs, Nevada 89018
(All male population)

WSCC Warm Springs Correctional Center
3301 E. 5th Street, Carson City Nevada 89702

(All male population)

PRIVATIZED FACILITY

SNWCF Southern Nevada Women's Correctional Facility
4370 Smiley Road, North Las Vegas, Nevada 89115
(All female population)

CLOSED FACILITY

NDOC reserves the right to include this facility at a later date.

SNCC Southern Nevada Correctional Center
1 Prison Road, Jean, Nevada 89026

REGIONAL WAREHOUSES

CCRW Carson City Regional Warehouse
1721 E. Snyder Ave. Carson City, Nevada 89701
ESPRW Ely State Prison Regional Warehouse
4569 N. State RT. 490, Ely, Nevada 89301
HDRW High Desert Regional Warehouse
22010 Cold Creek Road, Indian Springs, Nevada 89070
LCRW Lovelock Regional Warehouse
1200 Prison Road, Lovelock, Nevada 89419
SDRW Southern Desert Regional Warehouse
1 Cold Creek Road, Indian Springs, Nevada 89018

3. SCOPE OF PROJECT

NDOC has approximately 10,000 inmates housed in 18 separate facilities located throughout the State of Nevada. NDOC provides inmates the opportunity to spend their own funds to purchase items from the Inmate Canteens and Coffee Shops. The Canteens and Coffee Shops have combined sales of approximately \$7,600,000.00 per year.

Product categories and category totals can be found in the Stores Transaction Detail Reports. Category totals are based on sales from January 1, 2002 – December 31, 2002. Please refer to Section 4.1, Method of Bidding, Quality and Price Adjustments for information on how to obtain these reports.

The majority of the products require delivery directly to the Institutions/Camps as indicated in the Site Map, Attachment A. Prospective bidders should provide NDOC with cost comparison should delivery to these camps financially impact their solicitation. NDOC reserves the right to request delivery to any one of the Regional Warehouses in lieu of delivery directly to the Institutions/Camps.

NDOC institutions are divided into three (3) regions with five (5) regional warehouses.

-
- ***Northern Region - Carson City / Lovelock (and surrounding areas).***
Carson City Regional Warehouse (CCRW) is located in Carson City, NV and supports six (6) facilities (WSCC, NNCC, NSP, SCC, NNRC, SSCC); approximately 2,800 inmates.

Lovelock Correctional Regional Warehouse (LCRW) is located in Lovelock, NV and supports three (3) facilities (LCC, HCC, CCC); approximately 1,800 inmates.
- ***Eastern Region – Ely (and surrounding areas)***
 Ely State Prison Regional Warehouse (ESPRW) is located in Ely, NV and supports four (4) facilities (ESP, ECC, PCC, WCC); approximately 1,500 inmates.
- ***Southern Region - Las Vegas (and surrounding areas)***
 Southern Desert Regional Warehouse and High Desert Regional Warehouse (HDRW & SDRW) are located in Indian Springs, NV. 40 miles north of Las Vegas, NV. HDRW supports three (3) facilities (HDSP, TCC, JCC); approximately 2,000 inmates. SDRW supports two (2) facilities (SDCC, ISCC); approximately 1,500 inmates.
 *SNWCF is not currently supported by a Regional Warehouse.

It is the intent of NDOC to order on a weekly basis, requiring weekly delivery to all Institutions/Camps. The day of week and delivery time will be coordinated with each location. Institutions will not place orders more than 7 days, nor less than 3 days, from anticipated delivery.

Vendor awards will center on a best value-based environment of vendor performance, quality, product availability, and cost. Samples may be requested prior to award and randomly thereafter. Any substitutions must be approved by an NDOC designee before delivery.

NDOC reserves the right to take advantage of opportunity buys for up to 20% of all purchases. Opportunity buys, which become available to the contractor, may also be presented to NDOC for consideration.

3.1 GOALS AND OBJECTIVES

It is the intention of NDOC to solicit one statewide vendor for goods and services to consolidate current merchandise within the Store and Canteen system to maximize NDOC's purchasing power through proper merchandise mix, bulk purchasing, rebates and other incentives and exclusivity of vendor product agreements.

NDOC may, however, consider:

1. A Regional Solicitation, inclusive of all products, by category (as identified in Acronyms/Definitions), or

2. Solicitations by individual category or multiple categories, if bid statewide or regionally, and proves to be in the best interest of the State and NDOC.

4. RESPONSIBILITIES OF THE VENDOR

Goods shall be merchantable, palatable, of good quality and invoiced at the correct pricing awarded. Products shall meet all current standards for packing and delivery, and good condition. Merchandise that fails in any respect to meet specifications, or are not in satisfactory condition when received, shall be subject to rejection.

Quality of merchandise must meet or exceed the minimum requirements and comply with accepted industry standards. All perishables, such as dairy products, will be delivered with a minimum of ten (10) days remaining on the "use by" date. Products delivered indicating a "sell by" date must meet expected usage projections as defined by NDOC.

Selected vendor must demonstrate their ability to supply service on a weekly basis prior to Solicitation commencement date, which may include site visits by NDOC personnel. The successful vendor(s) shall deliver all items to point(s) specified, and according to an agreed upon delivery schedule.

Vendors must provide an acceptable order guide, exclusive to NDOC item numbers. An itemized invoice shall be provided with each delivery.

The awarded vendor shall supply monthly reports to NDOC, as outlined in Section 4.5. The establishment and maintenance of electronic access with NDOC for the purposes of obtaining the following information is highly desirable:

- Current orders
- Order ship dates
- Confirmation of receipt
- Invoice and contracted goods pricing
- Price index reports to substantiate cost increase/decreases

4.1 METHOD OF BIDDING, QUALITY AND PRICE ADJUSTMENTS

BIDS MUST BE SUBMITTED IN A COST PLUS PERCENTAGE BASIS PER CATEGORY.

Interested vendors will be required to review current Store Transaction Detail Reports as they relate to the vendors selected merchandise category. Interested vendors may request a Store Transaction Detail Report, a Store Transaction Summary Report and information on any current product restrictions for selected categories by contacting:

NDOC Purchasing, Attn Gary Long
5500 Snyder Ave
Carson City, NV 89701
Phone - (775) 887-3305
Fax - (775) 887-3361
E-Mail - glong@ndoc.state.nv.us

Prospective vendors shall provide to NDOC a revised/suggested product mix for the categories listed below, at the following percentages, including cost of products and suggested market price to NDOC:

Category 01

- Tobacco Products -100%
- Beverage Products -100%
- Food Products - 25%
- Personal Care/Hygiene Products - 25%
- Misc Merchandise Products - 25%
- Coffee Shop/Convenience Food Products - 25%

Category 02

- Clothing/Shoes - 25%

Category 03

- Electrical/Appliances/Watches -100%

Category 04

- Stationary/Cards/Pens - 25%

- 4.1.1 Prices will be bid by a unit of measure (UM) (each, package, case, etc). Prices are to be inclusive of all charges as delivered to NDOC institutions as per the Site Map, Attachment A.
- 4.1.2 A VENDOR PRODUCT DESCRIPTION AND SPECIFICATION column is needed for each product and must include (brand name and description).
- 4.1.3 A PACK SIZE column is needed for each product and must describe the packaging (weight, count, etc.).
- 4.1.4 Each category cost plus percentage must be consistent for the entire category. Cost plus percentage may, however, vary from category to category.

4.2 PRICE ADJUSTMENTS:

Prices may be adjusted to reflect price changes, both increases and decreases, to the vendor, verified by manufacturer's confirmation cost (invoice). Price adjustments will

be made using the same percentage of mark-up over vendor's cost as it is contained in the original Solicitation. The percent of mark-up shall remain unchanged for the duration of this award. Percent mark-ups may vary by category, but must remain the same for an entire category.

4.3 CUSTOMER SERVICE

All deliveries to NDOC warehouses are to be palletized and labeled with the name of the receiving institution. Any pallet delivered to any location will not exceed 5 feet in height. The vendor's delivery personnel will be responsible for product unloading off the end of the truck at all locations. Items damaged prior to this point are the responsibility of the vendor.

The NDOC will inspect all incoming deliveries for quality and condition. Any problems with the delivery will be noted AT THE TIME OF DELIVERY and action for resolution will be determined at that time. Shortages, damage, etc. will also be noted on the invoice. An NDOC designee will sign and date all invoices indicating receipt and acceptance of the delivery. Problems at delivery, between NDOC designee and vendor, which are not satisfactorily resolved at time of delivery, must be reported to the designated NDOC representative, immediately for resolution. In the event that a quality issue is not detected at the time of the delivery, the vendor representative will be contacted by the appropriate NDOC personnel and a solution will be agreed upon at that time.

4.3.1 Delivery trucks

Delivery trucks will maintain foods at the appropriate temperature during transportation and delivery (frozen foods at less than 10 degrees Fahrenheit, and refrigerated/perishable foods at less than 45 degrees Fahrenheit).

4.3.2 Missing items

Missing or damaged items will be re-delivered within the same time parameters at the facilities discretion at no additional cost to Nevada Department of Corrections (NDOC).

4.3.3 Guarantee and Return

All items delivered must meet or exceed minimum standards described or the vendor will replace the item(s) or provide a credit at NDOC option.

4.3.4 Lock downs, power failure, disaster (redeliver at no cost to NDOC)

In the event of any facility lock down caused by riot, power failure, disaster or security situation, that prevents merchandise delivery, the vendor will re-deliver within 24 hours. No additional charges will be billed for re-delivery.

4.3.5 Delivery containers (vendors)

The NDOC will safeguard and return to the vendor all vendor owned delivery containers. Containers lost or damaged will be paid for, at the current replacement cost, upon receipt of billing from vendor.

4.3.6 Customized order/price guide

The vendor must provide a customized order/price that indicates most current Department prices. This guide will be updated quarterly to reflect any product and price changes (see Price Adjustments clause). The NDOC Chief of Purchasing, or designee, must approve all product specification changes, additions and deletions to this order guide. The order/price guide must include NDOC item numbers (available after vendor selection), vendor's item numbers, product description and pack size.

4.3.7 Warranty

All manufacturer warranties are to be honored. The vendor will assume responsibility of product return to the manufacturer and will be responsible for all costs associated for the return of defective merchandise. NDOC will notify the vendor via fax within 30 (thirty) days of product defect. The manufacturer must agree to honor all warranties, in accordance with the above, irregardless of product shipment, which may extend beyond 30 (thirty) days.

4.4 **ACCOUNT MANAGEMENT**

4.4.1 Assignment of primary and alternate customer service representatives

Vendor will assign a primary and an alternate customer service representative to the NDOC account. These persons will be named in the Solicitation and an outline of their experience should be included. This portion of the Solicitation will indicate the portion of these individuals' times (%) that will be dedicated to this account. These representatives will meet with a NDOC designee at least monthly for the first 3 months of the award and no less than quarterly thereafter, or as deemed necessary by the NDOC. The NDOC will have final approval of any customer service representative assigned to this account. The NDOC will retain the right to interview the selected individuals prior to vendor award.

4.4.2 Please describe your capability to provide NDOC Internet based direct order entry.

4.5 **REPORTS AND INVOICING**

Describe how you would fulfill the following requirements:

4.5.1 Invoices

An original invoice must accompany each delivery. Invoices will reflect: quantity ordered, quantity shipped, NDOC item number, vendor's item number, product description, pack size, and awarded price per line item. Each invoice must have category totals and an invoice total.

4.5.2 *A monthly financial statement:* will be sent to the NDOC / Chief of Purchasing.

A monthly statement of account: for each facility (upon request)

A report reflecting the number and dates of orders placed, quantities and items ordered (by order), line item price and total dollars spent per order. This report will be specific to individual locations, for various periods of time and/or may include Departmental totals (upon request)

NOTE: the vendor will provide additional reports (upon request), if reasonable and readily available from the vendor's computer support system.

5. SUBMITTAL INSTRUCTIONS

5.1 All questions, with the exceptions as identified in section 4.1, must be addressed to:

NDOC Purchasing, Attn: Lana McGaffin
5500 Snyder Ave
Carson City, NV 89701
Phone - (775) 887-3219
Fax - (775) 887-3343
E mail - lmcgaffi@ndoc.state.nv.us

The deadline for submitting questions is at June 17, 2003 @ 2:00 p.m., Pacific Time. Please provide company name, address, phone number, fax number, e-mail address and contact person when submitting questions. The State intends to address all questions one week from June 17, 2003.

5.2 Solicitation Timeline

<i>TASK</i>	<i>DATE/TIME</i>
Deadline for submitting questions	June 17, 2003
Answers to all questions submitted available on or about	June 24, 2003
<u>Deadline for submission and opening of proposals</u>	<u>July 8, 2003</u>
Evaluation period	July 9 – 15, 2003
Notification to top 3 vendors for presentations on or about	July 16, 2003
Vendor Presentations	July 21 – 25, 2003
Selection of vendor	July 28, 2003
Implementation of proposal shall commence on or about	August 1, 2003

NOTE: These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time, with appropriate notice to prospective vendors.

- 5.3 Vendors shall submit one (1) original proposal marked "MASTER" and three (3) identical copies as follows:

State of Nevada, Department of Corrections
Lana McGaffin, Purchasing
5500 Snyder Ave
Carson City, NV 89701

Proposals shall be clearly labeled in a sealed envelope or box as follows:

SOLICITATION FOR PROPOSAL NO. 5103
SOLICITATION OPENING DATE: July 8, 2003 @ 2:00 p.m. PST
FOR: Inmate Canteen and Coffee Shop Merchandise Procurement

- 5.4 Proposals must be received by **2:00 p.m.** local time, July 8, 2003. Proposals that do not arrive by proposal opening time and date **WILL NOT BE ACCEPTED**. Vendors may submit their proposal any time prior to the above stated deadline.
- 5.5 The State will not be held responsible for proposal envelopes mishandled as a result of the envelope not being properly prepared. Facsimile or telephone proposals will NOT be considered unless otherwise authorized; however, proposals may be modified by fax or written notice provided such notice is received prior to the opening of the proposals.
- 5.6 If discrepancies are found between two or more copies of the proposal, the master copy will provide the basis for resolving such discrepancies. If one copy of the proposal is not clearly marked "MASTER COPY," the State may reject the proposal. However, the State may at its sole option, select one copy to be used as the master copy.
- 5.7 For ease of evaluation, the proposal should be presented in a format that corresponds to and references sections outlined within this Solicitation and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. Exceptions to this will be considered during the evaluation process.
- 5.8 If complete responses cannot be provided without referencing supporting documentation, such documentation must be provided with the proposal and specific references made to the tab, page, section and/or paragraph where the supplemental information can be found.

- 5.9 Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this Solicitation. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the Solicitation instructions, responsiveness to the Solicitation requirements, and on completeness and clarity of content.
- 5.10 Descriptions on how any and all equipment and/or services will be used to meet the requirements of this Solicitation shall be given, in detail, along with any additional information documents that are appropriately marked.
- 5.11 The proposal must be signed by the individual(s) legally authorized to bind the vendor.
- 5.12 For ease of responding to the Solicitation, vendors are encouraged, but not required, to request an electronic copy of the Solicitation. Electronic copies are available in the following formats: Word 6.0/7.0 via e-mail or diskette, or on the Nevada Department of Correction's website in PDF or EXE format at www.ndoc.state.nv.us. When requesting a copy via e-mail, vendors should contact the NDOC Purchasing designee as identified in Section 5.1. Alternatively, vendors may send a blank 3.5" formatted diskette to the contact identified in Section 5.1. Unless vendors provide a Federal Express, Airborne Express, etc. account number and appropriate return materials, the diskette will be returned by first class U.S. mail.
- 5.13 Vendors utilizing an electronic copy of the Solicitation in order to prepare their proposals must place their written response in ***bold/italics*** immediately following the applicable question.
- 5.14 ***For purposes of addressing questions concerning this Solicitation, the sole contact will be the NDOC Purchasing designee as identified in Section 5.1, with the exception as identified in Section 4.1. Upon issuance of this Solicitation, other employees and representatives of the agencies identified in the Solicitation will not answer questions or otherwise discuss the contents of this Solicitation with any prospective vendors or their representatives. Failure to observe this restriction may result in disqualification of any subsequent proposal.*** This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.
- 5.15 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals, which do not contain the requisite licensure, may be deemed non-responsive. However, this does not negate any applicable Nevada Revised Statute (NRS) requirements.
- 5.16 If a vendor changes any Solicitation language, it will be grounds for **immediate disqualification**.

Proposals shall be kept confidential until a vendor is awarded.

6. COMPANY BACKGROUND AND REFERENCES

6.1 PRIMARY VENDOR INFORMATION

Vendors must provide a company profile. Information provided shall include:

- 6.1.1 Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation. *An out-of-state vendor must become duly qualified to do business in the State of Nevada as a foreign corporation.*
- 6.1.2 Location(s) of the company offices and location of the office servicing any Nevada account(s).
- 6.1.3 Number of employees both locally and nationally.
- 6.1.4 Location(s) from which employees will be assigned.
- 6.1.5 Name, address and telephone number of the vendor's point of contact for an award resulting from this Solicitation.
- 6.1.6 Company background/history and why vendor is qualified to provide the services described in this Solicitation.
- 6.1.7 Length of time vendor has been providing services described in this Solicitation to the **public and/or private sector**. Please provide a brief description.
- 6.1.8 Vendor's Dun and Bradstreet number.

BACKGROUND CHECKS WILL BE REQUIRED OF ALL AWARDED VENDORS PERSONNEL THAT WILL BE ENTERING PRISON GROUNDS.

6.2 SUBCONTRACTOR INFORMATION

6.2.1 Does this proposal include the use of subcontractors?

Yes _____ No _____ Initials _____

If "Yes", vendor must:

- 6.2.1.1 Identify specific subcontractors and the specific requirements of this Solicitation for which each proposed subcontractor will perform services.
- 6.2.1.2 Provide the same information for any subcontractors as is indicated in Section 6.1 for the vendor as primary vendor.

- 6.2.1.3 References as specified in Section 6.3 below must also be provided for any proposed subcontractors.
- 6.2.1.4 The State requires that the awarded vendor provide proof of payment of any subcontractors used for this project. Proposals shall include a plan by which the State will be notified of such payments.
- 6.2.1.5 Primary vendor shall not allow any subcontractor to commence work until all insurance required of subcontractor is obtained.

6.3 REFERENCES

Vendors should provide a minimum of three (3) references from similar projects performed within the last three years. Vendors are asked to verify current contacts. Information provided shall include:

- 6.3.1 Company name
- 6.3.2 Type of account
- 6.3.3 Company Contact

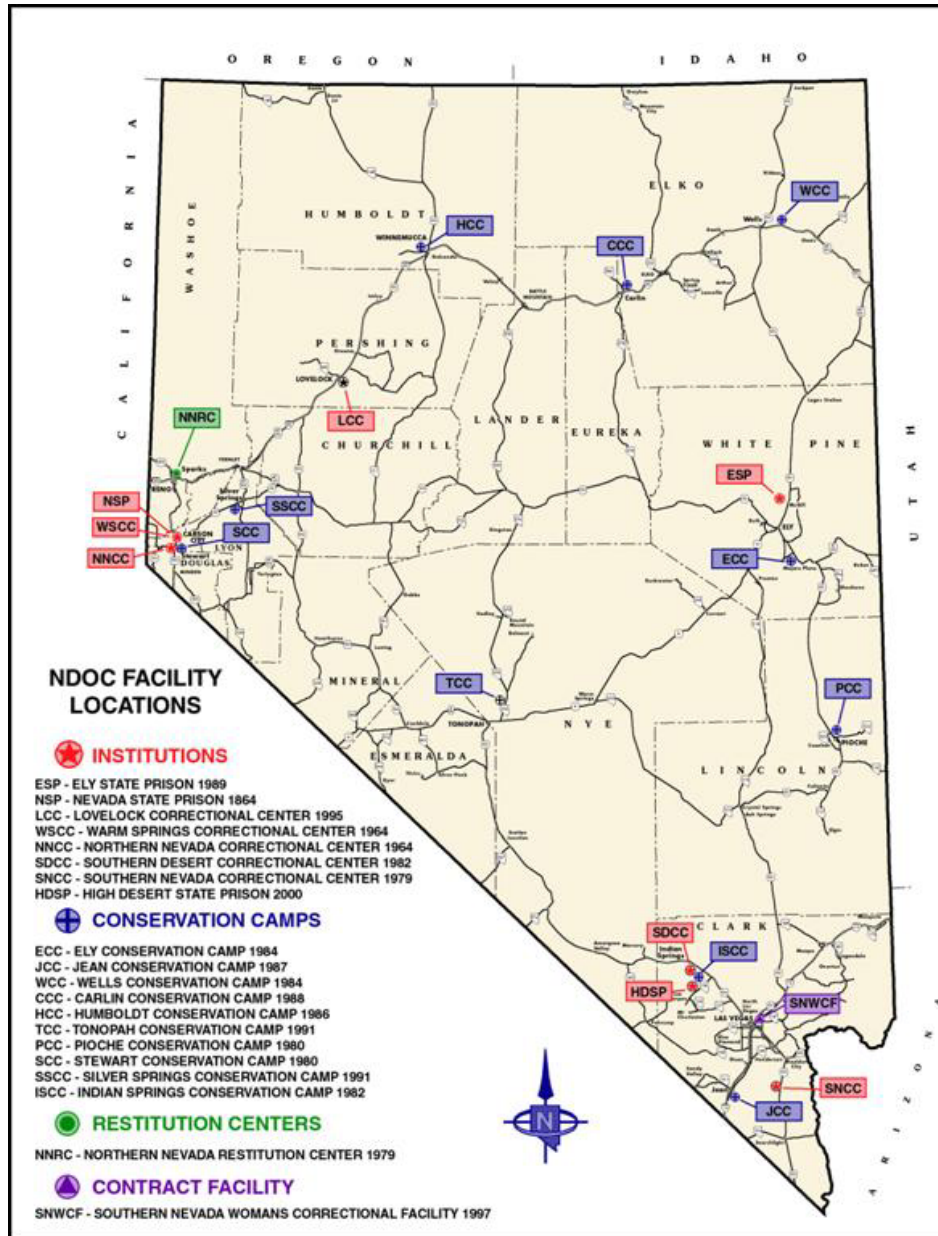
7. COST

Prices quoted are for specified delivery and are F.O.B to all locations. Prices do not include applicable federal or State sales, use, excise, processing or any similar taxes, duty charges, which shall be paid by the State, or in lieu thereof, the State shall provide Vendor with a tax exemption certificate acceptable to the applicable taxing authority.

8. INSURANCE COVERAGE

Vendor shall provide proof of Worker's Compensation Insurance and Employer's Liability Insurance.

ATTACHMENT A SITE MAP



If you are unable to view this attachment, please call
Nevada Department of Corrections at (775) 887-3219 for a faxed copy, or log onto our
website at www.ndoc.state.nv.us - click on Correctional Facilities.